

# Elementary Faculty Handbook

Steel Valley School District



2022-2023

*"You must do the things you think you cannot do."  
— Eleanor Roosevelt*

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**STEEL VALLEY SCHOOL DISTRICT**  
**OPERATIONAL PROCEDURES**  
**2022 - 2023**

1. Regarding professional certification:
  - a. Certification is the primary responsibility of the professional employee.
  - b. All applications for teacher/educator certification(s) must be submitted online through the Teacher Information Management System (TIMS). The PDE website is [www.education.state.pa.us](http://www.education.state.pa.us)
  - c. Changes in certification should be reported to the Office of the Superintendent, and copies of new or changed certificates should be presented to the Superintendent immediately.
  - d. Married names should be added where appropriate, or single names restored. There is no charge for this service.
  - e. If you are still on a provisional certificate, check with the Department of Certification in Harrisburg or with the Superintendent's Office concerning the procedures to secure permanent certification through TIMS.
  
2. Promptly notify the Superintendent's office (ext. 1500) and the Payroll Office (ext. 1801) of changes of address, number of dependents, marital status, beneficiary for insurance or retirement, or other pertinent information needed for personnel and payroll records.
  
3. Teachers are reminded that Personal Day Requests are granted in the order in which they are registered in the building office. Personal days are subject to conditions and limitations (please refer to Article XIII of the Collective Bargaining Agreement). Teachers are still obligated to email the Frontline substitute service after registering their Personal Day Request.
  
4. Teachers are reminded that professional development days or attendance at workshops, staff development or any or all other meetings which require the employee to be away from his professional assignment must be submitted to the Principal, Director of Federal Programs, Director of Pupil Personnel and Special Services and Director of Academics, Information & Technology on the Professional Development Request Form. The Federal Programs Director must receive the form 14 days prior to the event. Any professional development request requiring travel of 25 or more miles must be submitted two weeks prior to a Board worksession. No registration should be made until approval has been granted. Teachers are still obligated to email the Frontline substitute service after receiving approval for a professional development day. Forms are available in the office.
  
5. All fund-raising projects must be approved by the Athletic/Activities Director and the Board of School Directors prior to commencement of related activities. The Athletic/Activities Director will inform the Superintendent of all fund-raising projects and dates of all fund-raising activities.
  
6. Request for permission to participate in field trips should be presented to the Principal 30 days in advance. It is unlikely that a field trip will be approved with less than a 30-day notice. All requests must follow district policy. Field trip request forms may be obtained in building offices. Teachers are still obligated to email the Frontline substitute service when they will be out of the district on a field trip with students.

7. Except in self-defense, teachers may not physically handle students. Self-defense is interpreted as students pushing or striking a teacher or to quell a disturbance/fight between students. Corporal punishment is prohibited. (please refer to Policy No. 218).
8. Provide good news, informational items and high resolution photos, in a timely fashion, to the Building Principal/Elementary Webmaster to update the website and Facebook pages.
9. Good news and informational items for newspaper publication should be forwarded to Gale Emery, confidential secretary to the superintendent (gemery@steelvalleysd.org). Please remember to email high resolution digital photos. This is a wonderful opportunity to highlight our student learners to the entire community.
10. A teacher may not leave a class unattended. If an emergency arises, the teacher in the adjoining classroom should be asked to assist and the principal's office promptly notified.
11. District email is for professional use only (Policy No. 815).
12. All teachers and staff members shall project a professional appearance at all times. Teachers and staff members should dress appropriately each day. Your dress and appearance should not be of a leisurely nature. Shorts, T-shirts, jeans, flip-flops, casual sandals, etc., are not to be worn to school. Often parents/guardians or others may visit the school to meet with staff members. Male faculty members are requested to wear ties but are required to wear a collared shirt each day. Female faculty members are requested to wear appropriate slacks and/or dresses, etc. You are the professional, and your appearance will help to set the daily tone in your classroom. It helps to demonstrate the respect you have for your profession and your students.
13. SVSD devices issued to teachers are to be used by teachers only. Students are not permitted to use teachers' devices at any time.
14. SVSD devices must be locked up at all times. Individuals who are issued computers are fully responsible for their care and safety.
15. Staff members are not permitted to use cell phones during the school day.
16. Students are not permitted to use classroom phones.
17. Staff members are responsible for all equipment within their classroom. Any items that are damaged, lost or stolen must be reported to administration. Staff members will be responsible if damaged or missing items are not reported.
18. Staff members are obligated to contact Frontline on the internet at <http://www.aesoponline.com> to record their absence. You can also call Frontline toll free at 1-800-942-3767. Simply follow the voice menu to enter and manage absences. Notification should be given to the Frontline service as soon as you know you will be absent. If prior notice is not possible, then all members should call off by 6:00 AM of that given work day. The substitute answering service is also operational at 412-461-0697 to report absences.

## **Teachers' Contractual Day**

Each teacher is to sign in and out on the time sheet provided.

- 7:20 A.M. – 2:50 P.M. Friday
- 7:20 A.M. – 3:05 P.M. Monday, Tuesday, Wednesday, Thursday
- 2:50 P. M. – 3:05 P.M. Professional Period – Monday, Tuesday, Wednesday, Thursday
- 7:20 A.M. – 8:00 A.M. (Schedule given by Building Principal)

When an additional professional period is provided in your daily schedule, the use of that time will be determined by the building principal.

### **All staff members are expected to arrive on time.**

All staff members are expected to remain at work until their dismissal time.

## **Grading**

Prior to the end of each nine-week grading period, teachers will record grade information on the computer. The grading system is as follows:

A = 90 – 100%

B = 80 – 89%

C = 70 – 79%

D = 60 – 69%

E = 59% or below

Student progress and success within each content area are to be assessed using:

- Daily participation
- Weekly assessment to evaluate the goals/standards addressed
- Student projects/presentations
- Homework, if assigned
- One major exam or project per grading period

A rubric is a set of scoring guidelines for judging student work on performance-based tasks. If your assignment is to be graded against a rubric, it must be strategically posted within the classroom. The scoring rubric is to be explained orally and written out for both student and parent use.

Teachers are to keep running records of each student's progress to validate their assessments and evaluations of the students. Edline should be up to date bi-weekly.

## **Grade Reporting Deadlines (Subject to Change)**

| <u>Progress Reports Due</u> | <u>Marking Period Ends</u> | <u>Grades Due</u> | <u>Report Card Issued</u> |
|-----------------------------|----------------------------|-------------------|---------------------------|
| September 28, 2022          | October 27, 2022           | October 31, 2022  | November 3, 2022          |
| December 12, 2022           | January 13, 2023           | January 17, 2023  | January 23, 2023          |
| February 21, 2023           | March 22, 2023             | March 24, 2023    | March 29, 2023            |
| May 3, 2023                 | May 31, 2023               | June 2, 2023      | Will be mailed            |

### **Parent/Guardian Reports**

1. A report card will be issued at the end of every nine (9) week period.
2. A grade summary progress report will be printed at the halfway point of every nine (9) week period.
3. **Teachers will update their grades to Edline bi-weekly to facilitate online parent access.**
4. **Teachers must make contact with parent/guardians if there has been a significant change in student progress.**
5. **Parents and guardians must be called if their child is failing a class or is in danger of failing or has dropped 2 or more letter grades.**
6. **Parents and guardians should be called when a student is doing very well.**
7. **Communication log.**

### **Parent Conferences**

Parent conferences are welcomed and necessary to ensure open communication between home and school. Parent conferences are scheduled:

Thursday, November 10, 2022, time TBD

Each teacher is strongly encouraged to meet with any student's parent/guardian during the school year, as he/she deems necessary.

### **Morning Routine**

8:00 AM – Children go directly to their classrooms. Teachers who have homerooms will be at their assigned room to receive the children as they arrive. Teachers who do not have homerooms will supervise students as per the individual building Principal's assignments.

### **Homeroom Period**

Students arriving any time after 8:10 AM are to be marked tardy.

The homeroom teachers will take attendance and lunch count.

All students are to be marked "unexcused" until a valid parent excuse has been accepted.

Valid, signed excuses must be turned in within three (3) days after the absence. After the three-day grace period, the absence(s) will remain unexcused. Please review excuses daily.

One student per room will come to the office with the attendance report.

Special notes concerning pick-up or early dismissal will be sent to the office.

All notes sent to the office must include the child's name, homeroom and teacher's name.

### **Excused Absences**

The Steel Valley School District attendance policy specifies that the following conditions constitute a reasonable absence from school and are therefore, considered to be excused absences:

Excused absences include illness, quarantine, doctor appointments, death in the family, religious observation, court, family education trips (approved in advance), etc. A student's doctor/dentist will provide an official excuse upon request. These notes are preferred.

Any deviation from the regular day attendance must be justified with a written parental note to be considered as an excused time away from school.

Parental notes should include the student's name, date of the absence, specific reason for the absence and the student's teacher and homeroom.

**Unexcused absences include oversleeping, car problems, traffic, etc.**

### **Tardy to School**

- Any student who arrives **after 8:10 AM** will be marked tardy.
- Student arrival after 11:00 AM will be marked as a 1/2-day absence.
- **Unexcused tardies will be taken into consideration if a student is truant.**

### **Announcements and Pledge of Allegiance**

We will begin each day with morning announcements and opening exercises.

If any teachers, student groups, or special interest group wants an announcement to be made, they must put it in writing, exactly as the announcement is to be read, submit it to the office the day before it is to be read. The principal reserves the right to make discretionary decisions as to the reading of announcements.

Every effort will be made to prevent inconsequential use of the intercom during instructional times.

### **Dismissal Time**

K – 1<sup>st</sup> Grade will be dismissed at 2:45 PM.

2<sup>nd</sup> – 4<sup>th</sup> Grade will be dismissed at 2:50 PM.

**Each homeroom teacher will walk his/her class to their exit doors at the close of the school day.**

### **Vacations during School Year**

Vacation times will be excused only:

- After the parent receives and signs a Vacation Form (available in the office upon request, see Addendum)
- After the Principal evaluates the student's completed vacation diary or work

The homeroom teacher, parent, and student will be notified of the status of the absence when the evaluation is complete.

### **Homeroom/Classroom Teacher's Responsibilities**

1. Keep daily classroom attendance. Homeroom teachers should take attendance and lunch count, fill out the appropriate paperwork and send it to the office.
2. Turn off all lights and lock your doors at the end of the school day.
3. Have a **planned activity prepared and available** for the students **when they arrive** in the morning.
4. Distribute and collect all forms included in the student packet.

### **Staff Responsibility for Student Supervision**

1. You are responsible for students when they are in your classroom or with you while traveling from one area of the building to another. You may not leave students unattended for any reason for any amount of time. In the event of an emergency, you must call the office or request adult assistance so the students are not left unattended.
2. Teachers are to conduct themselves professionally while with students.
3. Please refrain from having breakfast or lunch while you are assigned to be teaching or supervising students in your room.
4. Staff must be on time to pick up students from special classes and at no time should students be left unsupervised in the hallway or classroom.

### **Student Behavior**

Should a student demonstrate inappropriate behaviors, the classroom teachers are to effectively utilize his/her behavior plan within the classroom to determine the cause of the misbehavior and attempts toward remediation. Teachers are to maintain a discipline record noting the behaviors, the efforts made toward remediation, and parent contacts/conferences prior to sending the student to the principal's office.

**NO STUDENT IS TO BE SENT TO THE PRINCIPAL'S OFFICE WITHOUT A WRITTEN EXPLANATION ON THE PROVIDED DISTRICT "REFERRAL" FORM OR WRITTEN REASON FOR HIS/HER PRESENCE. WORK MUST BE SENT TO THE OFFICE FOR THE STUDENT IMMEDIATELY.**

**Students will not remain in the office or with security as a form of classroom punishment.**

### **Behavior Plan**

As the classroom teacher, you are responsible for the discipline within your classroom. In addition to your classroom expectations, teachers are asked to follow the School Wide Positive Behavior Support System established by your Core Team.

At times students displaying persistent and inappropriate behaviors may need an individualized behavior plan. Teachers are to work with the guidance counselor and/or the behavior specialist to create and implement an appropriate plan.

You must maintain written documentation of any behavioral violations that disrupt the learning environment in your classroom. Without written documentation, proof that you followed your behavior plan, and verification of parent communication there can be no formal office intervention. It is important that you document all parent communication. Use of the E-mail to share student behavior or academic issues is strongly discouraged. This information is confidential and the E-mail is not a protected means of communication.

### **Recess**

Grade level teachers will monitor structured recess sessions.

### **Fire Drill Procedure**

The fundamental purpose of fire drills is to train the students and staff to safely, quietly, and expediently evacuate the building in the event of an emergency. Each teacher is responsible for the students' behavior during a fire drill.



Room evacuation procedures and route(s) are to be conspicuously displayed near the classroom door.

- Teachers are to take their roll book to ensure accurate attendance.
- Make sure to take your emergency folder.
- Leave the building in a quiet, orderly manner.
- Once outside the building, take attendance and indicate “all accounted for” by holding up the green card from your emergency folder.
- If you are missing any student from your roster, hold up the red card until that child can be accounted for.
- Practice alternate evacuation routes in the event of a blocked stairway or door.
- You may re-enter the building when all students are accounted for and the “emergency” is removed.
- Return to your classrooms following the drill. Students should not leave the classroom until the drill is complete.

### **Lock-Down**

Procedures are being reviewed and the Crisis Team will update information.

### **Visitors**

ALL visitors must report to the security officer before they will be permitted to enter any part of the building. Each visitor must have valid Photo ID and sign in/out of the building. Visitors will be issued a nametag and/or badge to wear while in the building. Any person seen in the building without a visitor’s nametag should be escorted to the office immediately. Visitors will be escorted to the main office after they have gone through security measures.

### **Parent Volunteers**

Parents who volunteer to work with students **must have Act 34, 151 Clearances and FBI Clearance or District Verification on file** in the office. It is the teacher’s responsibility to inform the office as to who is coming in and for what reason. All parent volunteers must wear nametag and/or badge identification while in the building.

### **Classroom Visits**

Parents must contact the building principal and set up an appointment prior to visiting any classroom and only permitted to stay one period or have administrator approval.

### **Student Teachers/College Students**

All student teaching assignments are made through the Building Principal. Pre-approval is required for any persons requesting in-class observations.

College students who would like to conduct observations, field experiences, or any classroom involvement must contact the Building Principal and receive permission prior to their arrival. All college students must have Act 34 and 151 Clearances.

### **Take your Child to Work**

Before you plan to invite any child into your classroom for this day, prior approval is required. Children who are not enrolled in a regular school program may visit for a limited time during the day and must be in the parent’s care at all times.

### **Room Parties**

Holiday parties are approved for Halloween, Christmas, and Valentine's Day. Parties are to be held during the last hour of the scheduled day.

Should you desire to have any sort of celebration or party aside from the three (3) Board approved times, please get prior approval from the building principal.

### **Videos/Films**

Videos and films do have an important purpose in education. Videos are to be based on units of study in the curriculum involving core subjects, literature, current events, and development of in-depth thinking, oral communication, and formal or creative written communication skills.

Any video use must be documented in your lesson plans.

Audio/visual materials are to be reviewed by the teacher(s) before use in the classroom. No teacher is permitted to show inappropriately rated (R, X or PG13) or any media containing sexually explicit or offensive material or language.

### **Teacher's Administrative Responsibilities:**

- Sign in and out daily
- Check mailboxes regularly
- **PLEASE refrain from using students as 'mailmen'**
- Record all marks to be used in averaging students' grades
- Record textbooks and the condition of that textbook assigned to each student
- Record all tardiness and absences
- Aid in the supervision of ALL students
- **Accompany students when traveling in the halls**
- Shut all windows and lock doors before leaving the building
- Report any furniture damage as soon as possible
- Report any equipment damage as soon as possible
- Complete attendance each period

### **Lesson Plans**

A copy of each teacher's weekly lesson plans is to be submitted to the office weekly for the following period. Lesson plans will be expected on Friday prior to leaving the building. You must leave a hard copy of your plans daily on your desk also in the event that a substitute would be needed.

All teachers are required to maintain up-to-date lesson plans. The lesson plans must include:

- A stated objective
- The state standard addressed
- The material to be used
- The assessment
- Homework assigned

Small groups and differentiated instruction plans must be included in your daily lessons.

### **Differentiated Instruction**

Each teacher is expected to plan and deliver instruction to meet the needs of **ALL** the students in each class.

While differentiating in the classroom, each teacher is to enrich and adapt as needed.

**Students receiving special education services are to be included within the regular classroom learning activities with material and instruction adapted for their learning needs. Regular and special education teachers are to work together to modify and adapt work for identified students. No student is to be left with busy work or nothing assigned because they go to a special education teacher for part of their instructional day.**

### **Monthly Telephone Log**

It is important to document each parent telephone call. Please make every effort to call parents for “good news”!!!

### **Homework**

Homework is to be an extension of the daily lessons. It is to have educational value and should be utilized as an educational tool. Homework should be acknowledged and included as part of the students’ assessment.

When a student has been absent, teachers will provide adequate time for missed work to be completed.

### **Substitute Binder**

Each teacher is to maintain the provided substitute binder. Included in the binder shall be:

|                   |                       |                                       |
|-------------------|-----------------------|---------------------------------------|
| Daily Schedule    | Current Seating Chart | Fire Drill Map and Procedures         |
| Attendance Sheets | Lunch Forms           | Current Small Group Instruction Lists |
| Lesson Plans      | Current Class List    | Classroom Rules specific to your room |
|                   |                       | SDI Section of IEP’s/504 Plans        |

Grouping Assignments should we need to divide the class

Specific health concerns or special education issues should be noted within the substitute binder.

It is each teacher’s responsibility to insure that the information and lessons included in the substitute binder be current. Please put the substitute binder in a visible, accessible place where it can be easily found in the event of your absence.

### **Observations**

Formal and informal observations will be made periodically during the school year.

### **Tobacco Policy**

In order to protect students and staff from an environment that may be harmful to them, and because the Board cannot condone the use of tobacco because of its possible harm to personal well-being, the board prohibits smoking and all use of tobacco in all school buildings and on school grounds at all times. (Act 168, 1988)

### **Staff Absence**

If a teacher or staff member must report off, log on to your Aesop account or contact the Substitute Service (412.461.0697) prior to your absence before 10:00 PM daily or the morning of your absence by 6:00 AM. On the day of absence, please contact the substitute service no later than 3:00 PM as to whether or not you will be returning to school the next day. All teachers or staff must report on Aesop or call the Substitute Service if it becomes necessary to leave early.

Requests for specific substitutes must be made through the substitute service/Aesop. Teachers are NOT to make substitute arrangements on their own.

Reminder - “sick days” are to be used as sick days. Taking a sick day means that “You are unable to perform your professional duties due to your illness.” Do not use sick days as vacation days.

### **Request for Leaving the Building**

**The Principal has discretion to permit a teacher to leave the building during a prep period.** Teachers are to notify the building principal or office personnel upon his/her return to the building.

### **Staff Meetings**

Teachers and Staff are expected to attend scheduled faculty meetings. Meetings held after school will be limited to the time as per contract. Teachers should plan doctor’s visits, dental appointments, etc., so they do not conflict with faculty meeting times.

### **Grade Level Meetings**

Grade level meetings will be scheduled by the building principal.

### **Professional Development Meetings**

Professional Development is crucial in maintaining our professionalism. One time each month, a combined professional development staff meeting per grade level may be scheduled.

### **Schedules**

The schedules are established to enable the special education teachers and the reading specialist time to provide assistance to as many grade levels as possible. You **may not** adjust or change your schedule without consultation with support staff **and** have the Principal’s approval.

### **Paraprofessionals**

The Paraprofessionals will work with teachers as per building Principal’s assignment.

The paraprofessionals will work with teachers to assist with student instruction, monitor computer time, and help with any other duties assigned by the Principal as needed. The paraprofessionals are not to be assigned to duplicate materials or do clerical work for teachers.

### **Supplementary (extra duty) Payments**

Any compensation for time spent outside the regular workday or for missing your preparation period or your duty free lunch must be pre-approved by the business office.

**If your class attends a program or assembly that overlaps your preparation period, the special area teacher will supervise your class during his/her assigned time. “Missed preparation” should not occur.**

If your grade plans a field trip, **please make arrangements prior to that day to account for your preparation period.** If the preparation period cannot be covered, you may volunteer to attend the field trip or you may elect to not have your class participate.

### **Assemblies**

Assemblies will be held in the gym. Teachers will supervise the students and will take care of any inappropriate behavior.

## **Special Programs**

**Prior approval for special programs is required.** Please plan activities that require the gym for times that do not conflict with physical education classes.

## **Fund Raising**

The building principal must approve all fundraising projects. The appropriate form will then be submitted to the Superintendent and to the Board for approval prior to conducting any event or sale for profit.

## **Health Services**

A nurse is available most of the time. When children are sent to the nurse, they should take a written "Nurse Note". No child is to be left unattended in the health room. Children's injuries that occur at home are NOT to be referred to the nurse, unless it is an emergency situation. These injuries are to be referred to the child's family physician. All students that are ill will remain in the nurse's office until pick-up.

Should a child become ill or injured when the nurse is unavailable, send that child to the office.

Medication shall be administered by the school nurse, principal or may be administered by the parent/guardian in specific cases. No over-the-counter medication will be administered unless prescribed by a licensed medical practitioner.

## **Telephone Use**

Personal phone calls are NOT to be made during assigned instructional time. Please refrain from making or accepting parent phone calls during instructional time. Students are to use the office telephone only with permission and only in case of emergency.

## **Cell Phone Use**

Cell phones are NOT to be used during your assigned teaching/supervisory times. Should you need to use your cell phone, limit that to your lunch or preparation period times.

Cell phone use should be restricted to your classroom and at no time used in front of students or in the hallways.

## **Letters/Correspondence**

The building principal must pre-approve all letters before being sent out to the public or parents. All letters should be submitted at least one (1) week in advance.

## **Supplies**

Supplies are managed through the office. Ask the secretary or the principal for supplies, as you need them.

## **Duplicated Materials**

Duplication of copyrighted material is not permitted.

## **Computer Use**

District computers are provided for school-related projects, material and references. Please make every attempt to limit "personal" use of the computers during school hours. Personal computers should not be used for school-related projects, material and references. District purchased software/material is to be downloaded to District computers only.

### **Printers/Paper Use**

These materials are limited to school/student related needs.

### **Custodial Services**

All requests for custodial assistance or services are to be made through the office.

### **Field Trips**

Requests for field trips must be submitted to the building principal **at least 30 days in advance** and are subject to approval by the principal, superintendent, and/or the board of school directors.

Field trips are to be educationally related to curriculum and are intended to enhance each student's learning experience.

Teachers are responsible for ensuring that all field trips are carefully planned and adequately supervised. Teachers must submit a final bus roster and the names of the chaperones one (1) week prior to the date of the field trip. Teachers are to establish the need and number of parent volunteers, if any, to chaperone the field trips. Parent chaperones may ride the bus only if there is space after the students and staff is accommodated. As with room parties, field trips are intended for only those students ENROLLED in your class.

It is the teacher's responsibility to inform the parents and students about any planned field trip and how that experience connects to the classroom. All academic and behavior expectations are to be communicated in writing to the building Principal prior to notifying the parents and students. Alternate accommodations for students not attending the field trip are the teachers' responsibility.

Field trips and special activities are privileges extended to our students. Attendance will be conditional and based upon:

- School attendance
- Grades
- Behavior
- Teacher recommendation

Teachers are required to inform parent if student is unable to attend.

In the event that an evening activity is planned, the student must attend school the day of the event to be permitted to participate.

### **SAP**

The guidance counselor schedules SAP conferences throughout the school year. Teachers are to notify the guidance counselor of students who are not successful academically or socially. No child will be retained or referred for special educational testing without first going through the SAP process.

If an elementary student begins to show lack of progress, or demonstrates behaviors, which are interfering with the social or academic goals, the teacher is required to contact the parent via telephone or written communication. Parents are to be kept current and informed about their student(s)' school performance. Teachers are to keep copies of all written communication and are to maintain a parent contact log.

Should a teacher feel strongly about a student's achievement, or lack thereof, s/he is to discuss their concern with the guidance counselor or the principal. Following the receipt of your completed "Request for Assistance" form, (available in the guidance office) the guidance counselor will schedule an SAP meeting. It is your responsibility to inform the counselor or

principal as soon as you have data to support academic or behavioral concerns. **Teachers are not permitted to make placement diagnosis or recommendation to parents.**

### **Retentions**

Should a child demonstrate significant lack of academic progress and retention is considered, the following procedures must be followed:

- Parents are asked to participate in a conference
- An academic and/or a behavior plan will be developed
- A follow-up review meeting will be scheduled within 60 school days
- Teachers will be required to develop and demonstrate instructional modifications developed to help the child improve.

Following these attempts toward academic improvement:

- At least 2 formal conferences with the parents, principal and guidance counselor will be held.
- The last conference will be held in May of the school year.
- Written documentation of retention will be sent to the parent/guardian at the end of the school year.

All retentions must be approved by the Building Principal.

### **IEP Implementation**

Participation in IEP conferences will be scheduled on an as-needed basis during the school year.

**All teachers** of students with special needs, including gifted students, **are required** to follow each student's IEP. Recommendations for modifications to the IEP are based upon the student's performance and ability. An IEP may contain both an academic component and a behavioral component. Special education teachers will provide every involved teacher of a student's special needs and accommodations required within the IEP. Regular classroom teachers are required to provide written feedback to the special education teachers on the effectiveness of the accommodations via forms provided by the special education teachers.

### **FERPA/HIPAA**

Remember the need to be diligently confidential. Use of students' names or reference to specific issues is a violation of these policies.

### **TSS/Wrap-around personnel**

These people are hired through the individual student's family medical plan. They are assigned to be with their assignee, monitoring and correcting behavior. These people are not school district employees. They are not teachers and cannot be left to 'cover' any class. The TSS workers are not permitted to function as teachers, but are permitted to reinforce what the teacher is doing.

No teacher or teacher aide is to participate in written or verbal home-school communication (i.e. behavior journals) with the TSS personnel. Consult with the principal if this becomes a concern.

### **Homeless Students**

Homeless children are provided equal access to the district's educational programs in accordance with the McKinney-Vento Act and state law. District procedures are intended to remove barriers to enrollment by homeless children. Families who may qualify for homeless services should contact their principal or the district's homeless liaison at 412.464.3600, ext. 1905.

Information on the educational rights of homeless students are posted on the district's website, [www.steelvalleysd.org](http://www.steelvalleysd.org), or may be obtained from your school or by contacting the district's homeless liaison at 412.464.3600, ext. 1905. Students who may be eligible for homeless services may include those who are living in a shelter, motel, vehicle or campground, on the street, in an inadequate accommodation or doubled up with friends or relatives. If your living situation changes during the school year or over the summer and you and your child/children become homeless, please be sure to contact the school. We will work with you so that your child/children's education is disrupted as little as possible.

*Who is considered homeless under the McKinney-Vento Act?*

The McKinney-Vento Act defines homeless children and youth as individuals who lack a fixed, regular and adequate nighttime residence. The term includes children and youth who are:

- Sharing the housing of other persons due to loss of housing, economic hardship or similar reasons
  - Living in motels, hotels, trailer parks or campgrounds
  - Living in emergency or transitional shelters
  - Abandoned in hospitals
  - Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings
- And/or:
- Migratory children living in any of the circumstances described above

Educational Rights under the McKinney-Vento Act, children (age 21 and younger) in homeless situations have the right to:

- Go to school no matter where they live or how long they have lived there
- Attend either the local school or the school of origin, if this is in their best interest; the school of origin is the school the child attended when he/she was permanently housed or the school in which the child was last enrolled
- Receive transportation to and from the school of origin
- Enroll in school immediately, even if missing records and documents normally required for enrollment such as birth certificate, proof of residence, previous school records or immunization/medical records
- Enroll, attend classes and participate fully in all school activities while the school arranges for the transfer of records
- Have access to the same programs and services that are available to all other students, including transportation and supplemental educational services

For more information, or if you or someone you know is in need of assistance, please contact the Steel Valley School District Homeless Liaison, Director of Pupil Services at 412.464.3600, ext. 1905.



## **Addendum**

Some procedures and times are adjusted to meet the need of each building. Please regard this handbook as a continuous work in progress. As the year progresses, adaptations may need to be made to suit each building's needs.

### **Student Arrival at School**

**Barrett** – Students not eating breakfast will report to the gym and line up according to their grade levels. At 8:00 AM, all homeroom teachers will report to their classrooms to await their students' arrival. All grades will use the back stairwell when reporting to homeroom.

The building principal will assign all staff without homerooms morning and/or afternoon supervision in the cafeteria, hallways and stairwells as needed.

**Park** – Students not eating breakfast will report to the gym and line up according to their grade levels. Supervision will begin at 7:45 AM and students will be permitted to go to their classrooms at 8:00 AM.

The building principal will assign staff for morning and afternoon supervision as needed.

### **Breakfast**

**The District** will offer breakfast from 7:30 – 7:50 AM daily. Students will remain in the cafeteria until 8:00 AM and then proceed to their homerooms.

## **CLASSROOM INSTRUCTION EXPECTATIONS:**

### **Effective Instruction**

- A. Use instructional time efficiently, which includes starting the lesson on time, presenting the lesson with few interruptions, eliminating down time and assigning meaningful and appropriate class activities.
- B. Use student-centered activities that focus on specific instructional objectives.
- C. Use effective teaching strategies and resources that address the diverse learning styles of students, including students with specially designed instructional needs.
- D. Adapt delivery of instruction to meet the individual needs of the students. This requires that you remain current with the students' progress and their learning needs. Not all students learn in the same manner, or at the same rate.
- E. Use effective teaching strategies and resources that address a variety of learning styles with respect to problem solving techniques, use of manipulatives, differentiated instruction, cooperative learning and application of subject concepts to real-life situations.
- F. Positive reinforcement encourages learning. Use of negative verbal language, behavior or put-downs will not encourage student achievement.

### **Evidence that student-centered activities are NOT taking place include:**

1. All students in the class are doing the same assignment, regardless of their ability.
2. Excessive use of chalkboard work.
3. Use of non-instructional busy-work.
4. Students doing work without individualized assistance.
5. Students repeating operations they have mastered.
6. Too much or too little lecture and/or demonstration.
7. Overemphasis on "drill and practice".

### **Assessments and Evaluation of Students' Progress**

- Assessments are tools that indicate current progress and levels of comprehension. They should be on going and should help to drive the delivery of the instructional method, materials, and intensity for each student.
- Evaluations are tests of accomplishments.

Vacation Guidelines

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

In the event that you are planning a vacation during the school year, this procedure must be followed:

1. Obtain a vacation form from the office.
2. Complete and return it to the office at least one (1) month prior to departure.

\*Start and end date of vacation \_\_\_\_\_

\*Destination \_\_\_\_\_

**Teacher initial**

\_\_\_\_\_ Completion of daily diary must be submitted after the vacation and attached to the Vacation Diary Requirement form.

\_\_\_\_\_ Classwork will be provided by grade level teacher(s).

**\*No vacations will be approved during your child(s) PSSA testing schedule.**

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Date

Trip is \_\_\_\_\_ excused \_\_\_\_\_ unexcused

Received by Principal on \_\_\_\_\_  
Date

## VACATION DIARY REQUIREMENT FORM

This absence will be excused upon my receipt of a diary of the trip that the student is responsible for maintaining.

This diary should include:

- \*Mode of transportation
  - Mathematical statements about distance traveled  
(for instance have the child or children calculate
    - Fuel costs per mile
    - Mileage and time number sentences
    - Type of transportation(s))
- \*Educational activities experienced
- \*New types of food experienced
- \*Describe how the culture where you visited is different from where you live.
  - Examples: food, dress/attire, language
- \*New social activities that you were able to learn
- \*Artifacts or pictures that you can share with us
- \*Any interesting facts that you learned while on your trip
- \*Describe what you have personally learned from this experience.

**PLEASE ATTACH THIS FORM TO YOUR DIARY.**

## Web Site Resources

<http://www.pde.state.pa.us> PA Department of Education

<https://pvaas.sas.com>

[www2.paetep.com/steelvalley](http://www2.paetep.com/steelvalley)

# STEEL VALLEY SCHOOL DISTRICT

## PAYDAYS FOR 2022-2023

September 2, 16 and 30

October 14 and 28

November 10 and 23

December 9 and 23

January 6 and 20

February 3 and 17

March 3, 17 and 31

April 14 and 28

May 12 and 26

June 9 and 23

July 7 and 21

August 4 and 18

# STEEL VALLEY SCHOOL DISTRICT

## Employee Information Sheet

### Voluntary Deductions

The following voluntary deductions are available to all employees of the Steel Valley School District.

**Credit Union** – All employees are eligible to become members of the ALCOSE (Allegheny County School Employees) Credit Union

**Tax Sheltered Annuity Programs** – Employees are eligible to enroll in tax sheltered annuity programs offered by the following companies:

**Aetna Life Insurance Co. (ING)**

Michael Cooper 412-454-5600

[MikeC@NARetirementServices.com](mailto:MikeC@NARetirementServices.com)

**Metropolitan Life**

Tracey Dedrick 212-578-5140

**Kades-Margolis**

Ray Dunegan 1-800-433-1828 ext 107

[rdunegan@4kmc.com](mailto:rdunegan@4kmc.com)

Todd Seagrave 724-934-1770

[tseagrave@4kmc.com](mailto:tseagrave@4kmc.com)

**Plan Member Services (403B)**

Marsha Diamont

412-833-3112

**Lincoln National Life**

Kevin Tatar 412-367-3835

[ktatar@LNC.com](mailto:ktatar@LNC.com)

**Lincoln Investment Planning**

Barry Dervin

412-377-5417

**The Musuneggi Financial Group**

American Funds

Joe Markiewicz 412-461-5233

[joem@mfgplanners.com](mailto:joem@mfgplanners.com)

**Washington National Life Ins. Co.**

Deborah Turley

[Deborah\\_turley@conseco.com](mailto:Deborah_turley@conseco.com)

866-403-9642 Ext. 4495

**Flexible Spending Account** - Pretax money used for certain medical and dependent care expenses

Kades-Margolis

Ray Dunegan 1-800-433-1828 ext 107

[rdunegan@4kmc.com](mailto:rdunegan@4kmc.com)

**AFLAC** (American Family Life Assurance Company) – Policies are available for the following types of insurance:

Cancer Expense Program, Home Health Care Insurance Protection, Long-term Care Insurance, Hospital Indemnity Insurance Plan – Direct Cash

Optional Group Life Insurance

Direct Deposit

**The Consortium for Public Education (formerly Mon Valley Education Consortium)**

“Change for Children” – Donation of the cents from your paycheck to the Steel Valley School Action Committee to fund the district’s Great Idea Mini Grant program

For more information on any of the above options, please contact Mrs. Joyce Eagle in the Business Office (ext. 1801).





### *Mission Statement*

*The Steel Valley School District is rich in cultural diversity and unique in its heritage. The mission of the Steel Valley School District is for the school, home and community to collaborate to enable students to achieve academic standards, to encourage independent thinking and to become responsible citizens.*

### *Vision Statement*

*The vision of the Steel Valley School District will continue to be viewed as community learning centers. Homes of students and residents will continue to be viewed as being part of the motivated learning community of students and adults. Academic standards and assessment anchors will function as the foundation of the educational program and students will be expected to master them. The standards and anchors will be integrated across the curriculum and students will be prepared to apply them in problematic situations. It is assumed in Steel Valley that as students acquire an understanding of the fundamental skills and content, they will display their talents as independent thinkers.*